



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

December 1, 1999

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-30**

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: December Processing Schedule

In view of Friday, December 24, 1999, Monday, December 27, 1999, and Friday, December 31, 1999, being state holidays, the input (on-line and interface) of payroll entries for pay period 12/13/99 through 12/26/99 has been changed as follows. **OSUP will calculate payroll on Sunday, December 26, 1999, in order to meet payroll deadlines and prepare for Y2K Contingency Default Payroll.** Refer to OSUP Memorandum #2000-08 for detailed information and schedules for Y2K Contingency Planning. Please adhere to the following schedule for payroll processing purposes:

1. The deadline for Interface agency transactions will be 10:30 a.m., Sunday, December 26, 1999.
2. The On-Line Time Entry and Master Record Access systems' deadlines will be 9:00 a.m. for timekeepers and 11:30 a.m. for headquarters staff on Sunday, December 26, 1999.
3. EFT Direct Deposit file transmission to the bank will be done Tuesday, December 28, 1999, for the December 31<sup>st</sup> payday.
4. Terminated employee checks and Client/Resident employee checks and earnings statements should be available to local agencies to pick up at OSUP by 12:00 noon Tuesday, December 28, 1999. Out-of-town agencies should receive these checks via United Parcel Service (UPS) before 4:00 p.m., Wednesday, December 29, 1999. Please note that these checks are dated December 31, 1999, and should not be negotiated before this date.
5. All checks distributed through direct mail **will be** mailed on **Wednesday**, December 29, 1999. Earnings statements of employees on Direct Deposit will be mailed on Wednesday, December 29, 1999, provided that there are no problems.
6. State Mail will possibly begin distributing payroll reports on Tuesday, December 28, 1999. However, due to Y2K Contingency Planning, the distribution of these reports may be delayed. These reports will be available for viewing in BUNDL around 2:00 p.m., Sunday, December 26, 1999, if there are no processing problems.

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**Note:** The Void/Supplemental deadline for the payday of December 31, 1999, will be 12:00 noon, Wednesday, December 22, 1999. **The on-line payroll system will NOT be available to agencies between 12:00 noon and 12:30 p.m., Thursday, December 23, 1999, in order to complete this payday's void and supplemental processing.**

Timekeepers and/or headquarters staff should complete time and master record entry transactions by Thursday, December 23, 1999, in order to alleviate possible slow response time on Sunday, December 26, 1999. The payroll system will be available December 24 - 26, 1999 during the normal holiday/weekend hours of 7:00 a.m. to 5:00 p.m. **SUNDAY SHOULD BE USED FOR ADJUSTMENTS TO PREVIOUS ENTRIES.**

In order to help reduce manual W-2c's and meet processing schedules, the following procedures have been established:

1. **If possible, agencies should delay until January 2000 any supplemental check requests affecting taxes and wages. Do not void 1999 checks due to overpayment if an adjustment can be processed the following pay period (calendar year).** This will reduce the number of W-2c's and balance adjustments OSUP and agency personnel will have to process.
2. Routine supplemental requests received **after** 12:00 noon, Wednesday, December 22, 1999, will generate checks no earlier than Tuesday, December 28, 1999. Routine supplemental requests received after 12:00 noon, Wednesday, December 29, 1999, will generate checks no earlier than Monday, January 3, 2000. This is in accordance with the OSUP processing schedule in the Standard Accounting Procedures Manual.
3. **Any void and supplemental documents for calendar year end not processed by 12:00 noon, Wednesday, December 22, 1999, will be processed for the first payroll in January 2000 and may require a W-2c.** This includes supplemental documents required to adjust Social Security and Medicare for Flexible Benefit adjustments on terminated employees.

Due to reduced processing time because of the Christmas and New Year holidays, and increased volume of garnishment and child support payable requests, it is necessary for this office to implement the following payables processing schedule:

Payable requests received **after** 8:30 a.m. Monday, December 13, 1999, and **no later than** 12:00 noon Monday, December 20, 1999, will generate checks for Tuesday, December 28, 1999. Checks will be distributed by 9:00 a.m. Tuesday, December 28, 1999. Out-of-town agencies should receive checks before 4:00 p.m., Wednesday, December 29, 1999. Payable requests received **after** 12:00 noon, Monday, December 20, 1999 and by 8:30 a.m. January 3, 2000, will generate checks for Wednesday, January 5, 2000, and will be distributed as normal.

**Please take the necessary steps to ensure that as many requests as possible are received prior to the deadline of 12:00 noon, Monday, December 20, 1999. Remember that all agencies are permitted to fax in**

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**their own payable requests (except a batch which includes a Void Check request) to (225) 219-4432.**

At the end of calendar year 1999, Advance Earned Income Credit (EIC) status will be stopped. The employee must complete a new Form W-5 each year to receive Advance EIC payments. In order to reestablish EIC on an employee's record, go to the **TAXES/RETIREMENT Screen (BL14M213)** and enter the appropriate EIC filing status code.

The Exempt Income Tax Withholding Status Report will be distributed with other payroll reports as early as December 27, 1999, and will be placed in BUNDL view for 75 days. An employee must file a Form W-4 each year by February 15 to claim exemption from federal income tax withholding. Refer to OSUP Memorandum #97-35 for more details on this report.

At the end of calendar year 1999, the United Givers code on an employee's master record (e.g., UGBR, UGHT) will be retained and the MAX DED, DED AMT, MTD and CYTD fields will be zeroed out. To update the United Givers deduction amount on an employee's record, go to the **OTHER DEDUCTIONS Screen (BL14M217)**, enter the maximum amount to be deducted for calendar year 2000 in the MAX DED field, and enter the biweekly deduction amount in the DED AMT field.

The 2000 Social Security wage base will increase to \$76,200. As usual, there is no limit on the wages subject to Medicare tax. The maximum Social Security tax employees and employers will each pay in 2000 is \$4,724.40.

**Refer to OSUP Memorandum #2000-08 for additional processing/schedule changes due to preparations for Y2K. Attached is a calendar showing the deadlines and processing schedules for the month of December. Note: The Uniform Payroll System will not be available for entry Monday, December 27, 1999, through Sunday, January 2, 2000. All payroll entry for January 14, 2000 payday will have to be done January 3 through January 10, 2000.**

If there are any questions regarding the payroll processing schedule, please contact the UPS Help Desk at (225) 342-8928.

RSM:CS/kmb

[Attachment](#)

## Attachment to OSUP Memorandum #2000-30

Dec &amp; Jan

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3 PAYDAY	4
5	6 Sept Unpaid Balance Report Due	7	8	9 4:30 V/S Calc for 12/17 Payday	10	11
12	13 3:00 Calc for 12/17 Payday	14 Transmit DD for 12/17 Payday	15 Payable Checks Distributed for Requests received between 8:30 12/06 – 8:30 12/13	16 Transmit Tax Payment for 12/17 Payday	17 PAYDAY	18
19 NO PAYABLE CHECKS TO BE DISTRIBUTED THIS WEEK	20 12:00 Deadline for Payable Checks to be dated 12/28	21	22 12:00 V/S Deadline for Final 1999 V/S Run  V/S Requests after 12:00 will not receive checks earlier than 12/28	23 12:00 V/S Calc for 12/31 Payday (UPS unavailable 12:00-12:30)	24 HOLIDAY	25 CHRISTMAS
26 11:30 Calc for 12/31 Payday-Deadlines: Timekeeper 9:00 Interface Agency 10:30 Headquarter 11:30  <u>Begin</u> printing reports and original W-2s	27 HOLIDAY  <u>UPS AVAILABLE FOR INQUIRY ONLY</u>	28 Transmit DD for 12/31 Payday  Term/Client Checks to be distributed by 12:00  Payable Checks Distributed for Requests received between 8:30 12/13 - 12:00 12/20  Deadline for Interface Agency Default File 9:00  CALC for Default Payroll  <u>UPS AVAILABLE FOR INQUIRY ONLY</u>	29 Transmit Tax Payment for 12/31 Payday  V/S Requests after 12:00 will not receive checks earlier than 1/03/00  Earning Statements and Checks for 12/31 Payday to be mailed  <u>UPS NOT AVAILABLE</u>	30  <u>UPS NOT AVAILABLE</u>	31 PAYDAY HOLIDAY  <u>UPS NOT AVAILABLE</u>	1 NEW YEAR'S  <u>UPS NOT AVAILABLE</u>
2  <u>UPS NOT AVAILABLE</u>	3 <b>UPS Available Beginning Today</b>	4	5 Payable Checks Distributed for Requests received between 12:00 12/20 – 8:30 1/03	6 4:30 V/S Calc for January 14 Payday	7	8

99-00